
REQUEST FOR QUALIFICATIONS & QUOTATIONS

0634-200

Project Title: Psychological Evaluation Services

Estimated Contract Period: September 12, 2006 through June 30, 2007 for initial contract. Contracts may be amended twice by DSHS to extend the contract period, for up to a period of two years each time.

Proposal Due Date: All RFQQs, whether mailed or hand delivered, must arrive by 4:00 p.m. Pacific Standard time on Friday, June 21, 2006.
Faxed proposals WILL NOT be accepted.
E-mailed proposals WILL NOT be accepted.

Submit Proposal To:

Proposal Delivered by Mail:

Stephanie Gilliland, RFQQ Coordinator
Department of Social and Health Services
Administrative Services Division / Central
Contract Services
PO BOX 45811
Olympia, WA 98504-5811

Proposal delivered by Express / Hand Delivery, Or Courier:

Stephanie Gilliland, RFQQ Coordinator
Department of Social and Health Services
Administrative Services Division / Central
Contract Services
4500 10th Avenue SE
Lacey, WA 98503

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SECTION I. INTRODUCTION

A. PURPOSE OF REQUEST FOR QUALIFICATIONS AND QUOTATIONS (RFQQ)

The purpose of this RFQQ is to contract with licensed, qualified psychologists or psychiatrists to evaluate individuals who are under consideration for civil commitment as Sexually Violent Predators (SVPs), pursuant to Chapter 71.09 RCW (<http://slc.leg.wa.gov>). Other duties will include conducting relevant tests and providing testimony during legal proceedings.

B. BACKGROUND

RCW 72.09.345 mandates the establishment of an "End of Sentence Review Committee" (ESRC) for the purposes of assigning risk levels, reviewing available release plans, and making appropriate referrals for sex offenders. The ESRC assesses the public risk posed by individuals who have been convicted or found not guilty by reason of insanity, or found legally incompetent to stand trial per Chapter 10.77 RCW, of a sex offense or sexually-motivated offense that was committed on or after July 1, 1984 and who are in the custody of or under the supervision of the following:

- Washington State Department of Corrections (DOC),
- Indeterminate Sentence Review Board (ISRB),
- Department of Social and Health Services (DSHS), including the Juvenile Rehabilitation Administration (JRA) and Mental Health Division (MHD) Institutions consisting of Western State Hospital (WSH), Eastern State Hospital (ESH), and Child Study and Treatment Center (CSTC).

The ESRC is comprised of members representing several Washington State agencies that have jurisdiction over the release of sex offenders or are significantly impacted by their release. The ESRC thoroughly reviews each person's offense history, any involvement and progress in sex offender treatment, mental health status, and other relevant information.

For sex offenders who are required to register, the ESRC recommends a risk level classification for community notification purposes in regard to the offender's level of risk (low = Level I, moderate = Level II, high = Level III) to sexually re-offend within the community at large (someone outside of the offender's home or family who does not know the offender or is a casual acquaintance at best).

There are two primary methods by which a sex offender can be referred for civil commitment as a Sexually Violent Predator (SVP) under Chapter 71.09 RCW. The first method involves those offenders who appear to meet criteria who have not yet to been released from state confinement for a sexually motivated offense, defined in [RCW 9.94A.030](#) as "one of the purposes for which the defendant

committed the crime was for the purpose of his or her sexual gratification." If the ESRC SVP Subcommittee concludes that a forensic psychological evaluation should be conducted, the case will be assigned to a contracted licensed psychologist and/or a contracted board-certified psychiatrist from a predetermined group of experts, collectively referred to as the Joint Forensic Unit (JFU), for an initial/pre-trial evaluation. These cases are assigned, reviewed, and processed by the Department of Corrections End of Sentence Review/Civil Commitment/Joint Forensic Unit Manager.

The second primary method of referral for civil commitment involves an offender who has previously committed a sexually violent offense, has since been released from confinement for the offense, and has recently acted out in the community to such a degree that their actions and/or threats place the public at risk. This is known as a recent overt act, which is legally defined as any act or threat that has either caused harm of a sexually violent nature or creates a reasonable apprehension of such harm in the mind of an objective person who knows of the history and mental condition of the person engaging in the act. Any agency with jurisdiction over, or knowledge of, the offender can refer them for civil commitment consideration. If the appropriate prosecutor elects to pursue an evaluation, the case will be assigned to a JFU expert as outlined above.

In addition to the two primary methods of referral, the prosecuting agencies also have the authority to proceed with a "self referral." This means these agencies may elect to obtain an evaluation and/or file probable cause for any case that was not referred via ESRC review or a Recent Overt Act in the community they believe should be considered for civil commitment. While these agencies typically select a JFU expert to conduct the evaluation, the JFU manager does not assign or process these particular cases.

If a JFU evaluator determines that an individual does not meet civil commitment criteria, the offender will eventually be released from confinement to the community. However, if the evaluator determines the individual appears to meet criteria, the agency with jurisdiction over the offender's release submits a written referral to the appropriate prosecutor. The King County Prosecuting Attorney's Office (KCPAO) will process the case if the individual's most recent sexually violent offense was adjudicated in King County. The Washington State Office of the Attorney General (AGO) will process the case on behalf of the remaining counties where the most recent sexually violent offense was adjudicated. If the last sexually violent offense was committed in another state, the case is typically processed in Thurston County.

If the prosecutor elects to file a petition, a state trial judge determines (without a hearing) whether probable cause exists to believe the individual is a SVP. If probable cause is determined to exist, the individual will be released from original confinement (which includes prisons, local jails, juvenile facilities, and state hospitals), taken into immediate custody by county officials, and given an opportunity to appear at a hearing to contest the probable cause. The JFU evaluator may be asked to provide testimony at a contested probable cause hearing. If the judge does not agree that there is probable cause to believe that the individual meets the strict legal requirements for civil commitment, the individual will be released to the community. If the judge determines that there is

probable cause, the court will order the person detained at the DSHS Special Commitment Center (SCC) pending an in-depth evaluation for the County Superior Court and a trial.

The civil commitment trial may be held before the judge or a jury empanelled by the court of commitment, and the evaluator may be asked to provide testimony at the trial. The court or unanimous jury must find beyond a reasonable doubt that the individual meets the definition of an SVP. If so, the individual is committed to the custody of DSHS for placement in the SCC, the total confinement facility for control, care, and treatment of SVPs. Reviews (evaluations of the SVP) are conducted annually and submitted to the Superior Court for consideration of continued confinement at the SCC, or placement in a least restrictive alternative, to include a DSHS Secure Community Transition Facility.

C. PROJECT SCOPE

Qualified, successful bidders will be offered a contract under which they will evaluate individuals against whom involuntary civil commitment proceedings or release decisions are being brought. The evaluations will serve to determine whether these individuals meet the criteria for involuntary commitment under Chapter 71.09 RCW. Contractors will also be required to produce a report of findings and may be requested to provide testimony in support of the reported findings.

The DSHS Special Commitment Center works in tandem with the Department of Corrections regarding sex offender evaluations. Although DSHS will hold the contracts, the Department of Corrections (DOC) will be responsible for placing contractors on a rotation list(s) to provide the services described above. When services are needed, DOC will assign the evaluation to the contractor at the top of the rotation list.

D. MINIMUM QUALIFICATIONS

- 1) Bidders must be licensed as a doctorate level psychologist or a medical doctor with board certification in psychiatry.
- 2) Bidders must be able to provide documentation they have demonstrated, verifiable experience in evaluating sex offenders. This experience shall include diagnosis and assessment of re-offense risk, as well as conducting relevant psychological tests. Bidders shall provide documentation they have demonstrated, verifiable experience providing expert testimony during legal proceedings. References provided must be able to verify bidders' assertions of experience.
- 3) Bidders must either be licensed to conduct business in the State of Washington or be willing to obtain licensure, if required, prior to the award of a contract.

- 4) Bidders must either carry professional and commercial general liability insurance that meets DSHS requirements (See Section 7, Insurance, of the sample contract in Exhibit D) or be willing to obtain such insurance prior to the award of a contract.

Specific restrictions apply to contracting with current or former state employees pursuant to Chapter 42.52 RCW. Bidders should familiarize themselves with the requirements and obtain any necessary Ethics Board determinations, etc., prior to submitting an RFQQ.

F. DEFINITIONS

See Exhibit A, Definitions, for the meaning of certain terms used in this RFQQ.

SECTION II. GENERAL INFORMATION

A. PROCUREMENT CONTACT INFORMATION

Upon release of this RFQQ, all communications concerning this RFQQ must be directed only to the RFQQ Coordinator listed below. Any communication directed to DSHS staff, or its consultant, other than the RFQQ Coordinator may result in disqualification. Any oral communications will be considered unofficial and non-binding to DSHS. Bidders should rely only on written statements issued by the RFQQ Coordinator.

DSHS RFQQ Coordinator

Contact:	Stephanie Gilliland, RFQQ Coordinator Department of Social & Health Services Administrative Services Division / Central Contract Services
Mailing Address:	P.O. Box 45811 Olympia, Washington 98504-5811
Physical Address:	4500 10th Avenue SE Lacey, Washington 98503
Telephone:	(360) 664-6076
FAX:	(360) 664-6184
E-mail Address:	GilliSS@dshs.wa.gov

B. ACCEPTANCE OF RFQQ TERMS

A Proposal submitted in response to this RFQQ shall be considered a binding offer. Acknowledgement of this condition shall be indicated by signature of an officer of the Bidder legally authorized to execute contractual obligations by submitting with the Proposal a signed Bidder Information, Certificates and Assurances Form attached hereto as Exhibit B. A Bidder must clearly identify and thoroughly explain any variations between its Proposal and DSHS' RFQQ. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFQQ.

C. PROCUREMENT SCHEDULE

The Procurement Schedule outlines the tentative schedule for important action dates and times. DSHS reserves the right to revise this schedule at any time and will post any amended schedules on the DSHS Procurement website.

Figure 1. *PROCUREMENT SCHEDULE*

Item	Action	Date
1.	Issue RFQQ	May 23, 2006
2.	Last Date for Accepting Bidder Written Questions by 5:00 PM Pacific Standard Time	May 30, 2006
3.	Issue Response to Written Questions No Later Than	June 7, 2006
4.	RFQQ Submission Due by 4:00 p.m. Pacific Standard time	June 21, 2006
5.	Proposal Evaluation	June 26, 2006 – July 14, 2006
6.	Oral Presentations, If Required	July 28, 2006 – August 10, 2006
7.	Notify Apparently Successful Bidders	August 11, 2006
8.	Notify Unsuccessful Bidders	August 11, 2006
9.	Begin Contract Negotiations	August 14, 2006
10.	Bidder's Request for Debriefing Due by 5:00PM	August 16, 2006
11.	Hold Debriefing Conferences	August 16, 2006 – August 21, 2006
12.	Bidders' Protest(s) Due	August 23, 2006 – August 28, 2006
13.	Contract Execution	Anticipated September 12, 2006

D. CONTRACT

DSHS intends to award multiple contracts to provide the services described in this RFQQ.

The initial contract term shall be for a period of up to 9.5 months, between September 12, 2006 and June 30, 2007, commencing upon the date of execution of the contract by DSHS. DSHS may, at its sole discretion, amend the contract up to a maximum of two times to extend the contract period (See Section F below).

Specific restrictions apply to contracting with current or former state employees pursuant to chapter 42.52 of the Revised Code of Washington. Bidders should familiarize themselves with the requirements prior to submitting an RFQQ.

E. INSURANCE

The Apparently Successful Bidder must comply with the insurance requirements identified in the sample contract attached hereto and incorporated herein as Exhibit D.

F. CONTRACT AMENDMENT

Contracts may be amended up to two times by a written, executed amendment to extend the period of performance for up to two years each time. Contracts shall not be extended past June 30, 2011.

G. PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this RFQQ shall become the property of DSHS. All proposals, quotes, lists, evaluation documents and other documents that make up this Procurement shall remain confidential until 1) DSHS makes it available to the public pursuant to RCW 42.17, or 2) the contract, if any, resulting from this RFQQ is signed by DSHS and the Apparently Successful Bidder. Thereafter, the proposals shall be deemed public records as defined in RCW 42.17.

Bidder's proposal must include a statement on the Letter of Submittal identifying each page of your proposal which contains any proprietary information. Each page claimed to be proprietary must be clearly marked by printing the word "Proprietary" on the lower right hand corner of each page which contains any proprietary information.

If DSHS receives a request to view or copy your proposal, DSHS will respond according to applicable law and DSHS policy governing public disclosure. DSHS will not disclose any information marked "Proprietary" in your proposal without giving you ten (10) days notice for you to seek a court injunction against the disclosure. You may not mark your entire proposal proprietary.

H. WRITTEN REPRESENTATIONS

Proposals should be based on the material contained in this RFQQ, any related amendment(s), and any questions and answers directed through the RFQQ Coordinator.

I. QUESTIONS AND ANSWERS

Bidders should fax, e-mail or mail written questions to the RFQQ Coordinator. Early submission of questions is encouraged. Questions will be accepted until the date set forth in the Procurement Schedule. Questions and Answers will be on the DSHS Procurement website.

J. RFQQ AMENDMENTS

DSHS reserves the right, at any time before execution of a contract, to amend all or a portion of this RFQQ. Amendments will be posted on the DSHS Procurements Web site, if applicable. If there is any conflict between amendments or between an amendment and the RFQQ, whichever document was issued last in time shall be controlling.

K. RETRACTION OF THIS RFQQ

DSHS and the State of Washington are not obligated to contract for the services specified in this RFQQ. DSHS reserves the right to retract this RFQQ in whole, or in part, at any time without penalty.

L. SUBMISSION OF RFQQs

RFQQs must be prepared and submitted no later than the RFQQ submission date and time specified in the Procurement Schedule. The RFQQ is to be sent to the RFQQ Coordinator, either by mail or hand delivery, at the address specified in Section II.A., Procurement Contact Information. DSHS will not accept any proposal submitted by fax. DSHS will not accept any proposal submitted by email.

You should allow sufficient time to ensure timely receipt by the RFQQ Coordinator. You assume the risk for the method of delivery and for any delay in the mailing or delivery of your RFQQ.

DSHS reserves the right to disqualify any proposal and withdraw it from consideration if it is received after the proposal submission due date and time. All RFQQs and any accompanying documentation become the property of DSHS and will not be returned.

M. NONRESPONSIVE PROPOSALS

All proposals will be reviewed by the RFQQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQQ. DSHS may reject or withdraw your proposal at any time as nonresponsive for any of the following reasons:

- Incomplete RFQQ;
- Submission of alternative RFQQs;
- Failure to comply with any part of this RFQQ or any exhibit to this RFQQ;
- Submission of incorrect, misleading, or false information.

N. MINOR IRREGULARITIES

DSHS may waive minor administrative irregularities related to any proposal.

O. COST TO PROPOSE

DSHS will not be liable for any costs incurred by the Bidder in preparing, submitting or presenting a proposal for this RFQQ.

P. EXHIBITS

Exhibits to this RFQQ are:

- Exhibit A - Definitions
- Exhibit B - Bidder Information, Certifications and Assurances Form
- Exhibit C - Authorization to Release Information
- Exhibit D – Sample Contract

You should be sure that you have downloaded a complete copy of this RFQQ and all attached exhibits, as listed above. The procurement documents can be accessed at <http://www1.dshs.wa.gov/msa/ccs/>. If you are unable to download the documents, you should contact the RFQQ Coordinator.

It is not a ground for protest if your copy of this RFQQ should be missing any exhibit or pages of the RFQQ.

Q. WITHDRAWAL OF RFQQS

After an RFQQ has been submitted, Bidders may withdraw a proposal at any time up to the proposal submission date and time specified in the Procurement Schedule. A written request signed by an authorized representative of the Bidder must be submitted to the RFQQ Coordinator. After withdrawing a previously submitted proposal, the Bidder may submit another proposal at any time up to the proposal submission date and time.

R. NOTIFY APPARENTLY SUCCESSFUL BIDDER

DSHS will notify the Apparently Successful Bidder on or about the date and time specified in the Procurement Schedule of the selection of the Apparently Successful Bidder by written notice via mail, e-mail and/or fax. DSHS will notify separately the Unsuccessful Bidders on or about the date and time specified in the Procurement Schedule of the non-selection of the Unsuccessful Bidder by written notice via mail, e-mail and/or fax.

S. BIDDER DEBRIEFING CONFERENCE

If DSHS does not select your proposal, you may request a debriefing conference. You must submit your request in writing to the RFQQ Coordinator by mail or fax by the date specified in the Procurement Schedule, Section II.C., Figure 1.

Debriefing conferences will be held August 16 through August 21, 2006. The debriefing conference may be conducted either in person or by telephone and will be scheduled for a maximum of one (1) hour.

Discussion at the debriefing conference will be limited to the following:

- Evaluation and scoring of your proposal.
- Critique of your proposal based on evaluators' comments.
- Review of your final score in comparison with other Bidders' final scores without identifying the Bidders.

Identification of the other Bidders, their proposals, or evaluations will not be allowed.

T. PROTEST

Protests may be made only after DSHS has sent notification to the Apparently Successful Bidder and to the unsuccessful bidders. In order to submit a protest under this RFQQ, a Bidder must have submitted a Proposal for this RFQQ, and have requested and participated in a debriefing conference. It is the sole administrative remedy available within DSHS. The following is the process for filing a protest:

1. GROUNDS FOR PROTEST

A protest may be made based on these grounds only:

- Arithmetic errors were made by DSHS in computing the score;
- DSHS failed to follow the procedures established in this RFQQ document, or to follow applicable State or federal laws or regulations; or
- Bias, discrimination, or conflict of interest on the part of an evaluator.

2. PROTEST FORM AND CONTENT

A protest must state all of the facts and arguments upon which the protest is based, and the grounds for your protest. It must be in writing and signed by a person authorized to bind the Bidder to a contractual relationship. At a minimum, the protest must include:

- The name of the protesting Bidder, mailing address and phone number, and the name of the individual responsible for submission of the protest;

- The RFQQ number and name of the issuing agency;
- A detailed and complete statement of the specific action(s) by DSHS under protest;
- The grounds for the protest;
- Description of the relief or corrective action requested.

You may attach to your protest any documentation you offer to support your protest.

3. SUBMITTING A PROTEST

Your protest must be in writing and must be signed. You must mail or hand deliver your protest to the RFQQ Coordinator using the same mailing or delivery address provided in this RFQQ for submitting your proposal. *Protests may not be submitted by fax or email.* DSHS must receive the written protest within **five (5)** business days after the bidder's debriefing conference.

4. PROTEST PROCESS

The RFQQ Coordinator will forward your protest to the DSHS designated Protest Coordinator with copies of the following:

- this RFQQ and any amendments,
- your proposal,
- the evaluators' scoring sheets, and
- any other documents showing evaluation and scoring of your proposal.

DSHS will follow these procedures in reviewing your protest:

- DSHS will conduct an objective review of your protest, based on the contents of your written protest and the above materials provided by the RFQQ Coordinator.
- DSHS will send you a written decision within five (5) business days after DSHS receives your protest, unless more time is required to review the protest and make a determination. The protesting Bidder will be notified by the RFQQ Coordinator if additional time is necessary.

DSHS will make a final determination of your protest and will either:

- 1) Find that your protest lacks merit and uphold DSHS's actions;
- 2) Find that any errors in the RFQQ process or in DSHS's conduct did not influence the outcome of the RFQQ, and uphold DSHS's actions;
or

3) Find merit in the protest and provide options for corrective action by DSHS which may include:

- That DSHS correct any errors and re-evaluate all proposals affected by its determination of the protest.
- That DSHS reissue the RFQQ document.
- That DSHS make other findings and take such other action as may be appropriate.

U. EXECUTION OF THE CONTRACT

If you are the Apparently Successful Bidder, you will be expected to sign a contract with DSHS and any subsequent amendments that may be required to address specific work or services as needed. See sample contract in Exhibit D.

DSHS reserves the right to negotiate the specific wording of the Statement of Work, based on the requirements of this RFQQ and the terms of your proposal.

If you fail or refuse to sign the contract or any subsequent amendment within ten (10) business days of delivery to you, DSHS may elect to cancel the award and may award the contract to the next-highest ranked finalist.

Any subcontracts necessary to perform the contract shall be subject to the prior written approval of DSHS.

SECTION III. PROPOSAL CONTENTS

A. PROPOSAL CONTENTS

The six major sections of the proposal are to be submitted in the order noted below in Section III.C., Contents of Binders:

Proposals must provide information in the same order as presented in this document with the same headings. The questions in each of the four sections are described below. **All questions must be answered and all items must be included as part of the proposal for the proposal to be considered responsive, even though certain items may not be scored.**

B. FORMAT OF PROPOSAL

- Proposals must be submitted on standard eight and one-half by eleven inch (8 ½" x 11") white paper.
- A font size not less than 12 point must be used.
- Proposals must be submitted in separate three-ring binders as specified in Section III.C., Contents of Binders, with tabs separating the major sections of the Proposal, and your name on the front cover or title page of each binder.
- Identify each copy of your proposal by including Proposal to RFQQ # 0634-200; the title of this RFQQ, Psychological Evaluation Services; and your name on the front cover.

C. CONTENTS OF BINDERS

Submit one binder marked "Original" with Bidder's name and five additional copies/binders (marked "Copy" with Bidder's name). Each binder must be numbered, with the Original binder marked as number one. In addition to the binders, you must submit one soft copy in Microsoft Word 2000 file format or Microsoft Excel 2000 file format if appropriate on a portable media or electronic readable media (Compact Disc (CD-ROM) or 3.5" diskette), with a label on the CD or diskette identifying your name and RFQQ# 0634-200.

Each binder, diskette, and CD-ROM must contain the following:

Table of Contents

- Section 1: Administrative Requirements.
- Section 2: Minimum Qualifications and Curriculum Vita or Resume
- Section 3: Technical Proposal
- Section 4: Management/Experience and Qualifications Proposal
- Section 5: Cost Proposal and Geographic Residence
- Section 6: References and Authorization to Release Information

D. ADMINISTRATIVE REQUIREMENTS (SECTION 1 OF PROPOSAL BINDER)

Please respond to each item in the same order in which they appear.

1. Letter of Submittal

Bidders must submit a prepared and signed submittal letter on Bidder's official business letterhead stationery. The submittal letter must be included as the first page of Section 1. Signing the submittal letter indicates that the Bidder accepts the terms and conditions of RFQQ# 0634-200.

The Bidder's Letter of Submittal must include the following:

- Name, address, principal place of business, telephone number, fax number, and e-mail address of legal entity or individual with whom contract would be written;
- The name of your contact person for this RFQQ;
- A detailed list of all materials and enclosures included in your Proposal;
- A list of all RFQQ amendments downloaded by the Bidder from the DSHS Procurements Web site, if applicable, and listed in order by amendment number and date. If there are no RFQQ amendments, include a statement to that effect;
- The Bidder's guarantee that its Proposal, as submitted, will remain in full force and effect for 180 days;
- A statement substantiating that the person who signs the letter is authorized to contractually bind the Bidder's firm;
- Identification of the page numbers on the Bidder's Proposal that are marked "Proprietary or Confidential" Information; and
- Any statements you wish to convey to the RFQQ Coordinator, including any variations between your proposal and the RFQQ.

2. Bidder Information, Certificates and Assurances Form

A completed Bidder Information, Certificates and Assurances Form Exhibit B. Please sign and include any attachments that are necessary.

3. Reference Section. Provide the following:

- A list of the last three (3) SVP or other sex offender cases in which you provided court testimony and the name of the attorney involved in each case. Include the names and telephone numbers of these attorneys and the dates testimony was provided. Attorneys will only be contacted for finalists.
- A list of at least three (3) references of entities for which you have performed similar services. Include the names, telephone numbers, dates of services, and a brief description of the similar services you

provided them in the past. References will only be contacted for finalists.

- A signed and dated Authorization to Release Information form attached hereto and incorporated herein as Exhibit C.

E. MINIMUM QUALIFICATIONS (SECTION 2 OF PROPOSAL BINDER)

Only bidders who receive a "Pass" score for this section, Minimum Qualifications, will be evaluated further.

1. Bidders must provide proof they are either licensed as a doctorate level psychologist or are a medical doctor with board certification in psychiatry.

and

2. Bidders must provide a curriculum vitae or a resume documenting the following:
 - a) The bidder's demonstrated, verifiable experience in evaluating sex offenders, including diagnosis and assessment of re-offense risk, as well as relevant psychological tests conducted; and
 - b) The bidder's demonstrated, verifiable experience in providing expert testimony during legal proceedings.

SCORE: Pass/Fail

F. TECHNICAL PROPOSAL (SECTION 3 OF PROPOSAL BINDER)

Please submit a work sample of an SVP evaluation that you have completed.

or

If you have not completed an SVP evaluation, please submit an evaluation of a sex offender that includes a risk assessment.

SCORE: Maximum of 30 points

G. MANAGEMENT, EXPERIENCE, AND QUALIFICATIONS PROPOSAL (SECTION 4 OF PROPOSAL BINDER)

Please respond to each question in the same order in which they appear.

1. How many years of sex offender assessment and treatment experience do you have?
2. SVP assessment experience:
 - a) Are you a current member of the JFU doing SVP evaluations?

- b) How many SVP commitment evaluations have you done for Washington State addressing whether an individual meets the criteria for civil commitment under Chapter 71.09 RCW or similar statute?
 - c) How many SVP commitment evaluations have you done for States other than Washington? (Please also list those states)
3. Certifications:
- a) Are you a Diplomat in Forensic Psychology from the American Board of Professional Psychology?
 - b) Are you a Diplomat in some other specialty other than Forensic Psychology from the American Board of Professional Psychology? If so what is your Diplomat in?
4. How many times have you provided expert testimony in court concerning SVP cases or trials?
5. How many peer review publications related to sex offender treatment or evaluations have you done? Please provide a list of these publications with dates.

SCORE: Maximum Total of 55 points

H. COST PROPOSAL (SECTION 5 OF PROPOSAL BINDER)

Professional fees have been classified into 3 areas; 1) Evaluation Activities, 2) Court Testimony and Depositions, and 3) Travel Time. State your hourly rate for each of the following three categories:

1. **Evaluation Activities** – Interviews, document/file review, and report preparation (Note: all three activities are considered to be one category and must be bid at the same hourly rate):

\$_____ per hour

2. **Court Testimony and Depositions:**

\$_____ per hour

3. **Travel Time** – Rate charged for time spent in direct transit between bidder's official place of business and the site at which evaluations are conducted or testimony or depositions given:

\$_____ per hour

NOT SCORED – However, may be subject to further negotiation.

Travel Expenses: Bidders are not being asked to submit a cost proposal for travel expenses because the rates at which these expenses are reimbursed are non-negotiable.

When allowable per contract, lodging, meals, and mileage for personally owned vehicles (POV) are reimbursed according to the standards and Per Diem Rates set by the State of Washington for Pierce County (Per Diem Rates can be accessed at <http://www.ofm.wa.gov/resources/travel.asp>.) Also, when allowable per contract, air fare is reimbursed at the coach or economy rate and car rental at the economy or mid-size rate, whichever is least expensive.

I. Geographical Residence (Section 5 of Proposal Binder)

Do you reside in the State of Washington?

SCORE: 5 points

J. References (Section 6 of Proposal Binder)

References will be checked only for those bidders chosen as finalists (i.e. apparently successful bidders).

1. Please submit the name, phone number, and address of the attorney involved in each of the last three court cases in which you provided testimony (as requested above in Administrative Requirements, Section D.3.).

and

2. Please submit the names, phone numbers, and addresses of at least three (3) professional references (as requested above in Administrative Requirements, Section D.3.);

and

3. Complete, sign, and submit the form entitled Authorization to Release Information (Exhibit C), allowing DSHS to obtain information from the references described in items #1 and #2 above and to contact other parties as determined appropriate and pertinent to this RFQQ by DSHS.

SCORE: Pass/Fail

SECTION IV. EVALUATION

A. EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this Procurement and any amendments issued. The evaluation of proposals shall be accomplished by an evaluation team to be designated by DSHS who will be responsible for the review, evaluation and scoring of Bidder proposals. DSHS, at its sole discretion, will select finalists for an oral presentation. If oral presentations are held, evaluators will evaluate and score the oral presentations of bidders selected as finalists.

B. RFQQ EVALUATION

Each RFQQ will first be screened to determine if the Bidder has complied with appropriate Administrative Requirements and Submittal Instructions. Each RFQQ must meet the Administrative Requirements and Minimum Qualifications to be eligible to submit a proposal to this RFQQ.

If your proposal does not meet all Administrative Requirements for this RFQQ, DSHS may consider your proposal nonresponsive and withdraw it from consideration at any time. If your qualifications don't meet the Minimum Qualification requirements of this RFQQ, DSHS will consider your proposal non-responsive and will withdraw it from consideration.

Evaluators will score all responsive proposals and award points up to the maximum points available for each question.

C. SCORING OF RFQQs

The maximum number of evaluation points available is 90 points. The Administrative Requirements and Minimum Qualifications are evaluated on a pass/fail basis, as are the bidder's References. The following weighting and points will be assigned to the proposal for evaluation purposes:

WRITTEN PROPOSAL (Section III, Proposal Contents - F, G, H, I)

Technical Proposal (Writing Sample): 33.3%	<u>30</u> Points
Experience and Qualifications: 61.1%	<u>55</u> Points
Cost Proposal (Not Scored)	<u>N/A</u> Points
Geographic Residence 5.6%	<u>5</u> Points
<hr/>	
Sub-Total (for Written Proposal)	<u> </u> Points
TOTAL	<u> </u> Points

Your sub-total score for the written proposal will be the average of the scores of the evaluators who review your written proposal. Your final Total Evaluation Score will be the average points awarded for your written proposal and your oral interview/presentation if applicable.

D. EVALUATION OF ORAL PRESENTATIONS

DSHS may, after evaluating the written proposals, elect to schedule oral presentations of the finalists. The RFQQ Coordinator will notify finalists of the date, time, and location of the oral presentations.

DSHS will select evaluators for the oral presentations based on their qualifications, experience and background relevant to this RFQQ. These evaluators may include evaluators who reviewed the written proposals or DSHS staff who will work with the successful bidder(s). Evaluators will score the oral presentations in accordance with RFQQ requirements and evaluation criteria.

E. FINAL DETERMINATION OF APPARENTLY SUCCESSFUL BIDDER(S)

DSHS program staff and/or management may conduct a final review of the evaluation and scoring of finalist(s).

In this final review, DSHS may consider past or current performance of any DSHS contracts by a finalist(s), and any experience of the program or DSHS in working with a finalist(s) under any past or current contract with DSHS. Other factors may also be taken into consideration when determining whether the contractor is capable of providing services under this type of contract.

DSHS management shall make the final determination as to which bidder(s), initially designated as finalist(s), shall be officially selected and notified as the Apparently Successful Bidder(s) under this Procurement.

Exhibit A Definitions

DEFINITIONS

The following terms which appear in this RFQQ have the meaning that is defined below for the purposes of this RFQQ:

- Apparently Successful Bidder - A bidder selected as having submitted a successful proposal, based on the final determination of DSHS management taking into consideration the bidder's final proposal score and which proposals best meet the needs of DSHS. The bidder is considered an "apparently" successful bidder until a contract is finalized and executed.
- Agency – The Department of Social and Health Services is the agency of the State of Washington that is issuing this RFQQ.
- Bidder - An individual, organization, public or private agency, or other entity submitting a proposal in response to this RFQQ.
- Contractor – Individual or Company whose proposal has been accepted by the Agency and is awarded a fully executed, written contract.
- Department of Corrections (DOC) – the state of Washington Department of Social and Health Services and its employees and authorized agents.
- Department of Social and Health Services (DSHS) – the state of Washington Department of Social and Health Services and its employees and authorized agents.
- Diplomat – A type of professional certification granted by the American Board of Professional Psychology (ABPP).
- Issue - To mail, post or otherwise release this RFQQ as a public document to interested parties.
- Key Personnel - Staff being proposed to do the work under this proposal.
- Proposal - All material prepared and assembled by a bidder, and which the bidder submits in response to this RFQQ.
- Protest - An objection by the bidder, in writing, protesting the results of this RFQQ, and which complies with all requirements of this RFQQ.
- RCW - Revised Code of Washington. (All references to RCW chapters or sections shall include any successor, amended, or replacement statute.)
- RFQQ - Request for Proposals; i.e., this RFQQ document.
- RFQQ Coordinator - The person named in this RFQQ as the RFQQ Coordinator, or the RFQQ Coordinator's designee within Central Contract Services. The sole point of contact within DSHS regarding this RFQQ for potential bidders and other interested parties.

- Sexually Violent Predator (SVP) – Any person who has been convicted of or charged with a crime of sexual violence and who suffers from a mental abnormality or personality disorder which makes the person likely to engage in predatory acts of sexual violence if not confined in a secure facility.
- Special Commitment Center (SCC) – The secure commitment facility for the care, control, and treatment of sexually violent predators, located on McNeil Island, Washington. The Special Commitment Center is part of the State of Washington Department of Social and Health Services.
- Statement of Work - A statement of the work or services which the Contractor is to perform under any contract awarded, and which is generally in the form of an exhibit attached to the contract.
- Submit - To deliver to the DSHS RFQQ Coordinator any of several documents described in this RFQQ and in the manner specified in this RFQQ.
- WAC - Washington Administrative Code. (All references to WAC chapters or sections shall include any successor, amended, or replacement regulation.)
- You - The person, agency, or organization requesting a copy of this RFQQ or submitting a proposal in response to this RFQQ.

Exhibit B
Bidder Information, Certifications and Assurances Form

STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
CENTRAL CONTRACT SERVICES

BIDDER INFORMATION, CERTIFICATIONS AND ASSURANCES
Request for Qualifications and Quotations (RFQQ) # 0634-200

Completion of this Bidder Information form is a mandatory requirement for contracting with the Washington Department of Social and Health Services (DSHS). The certifications and assurances contained herein are a required element of the Proposal. **Failure to submit this Bidder Information form or any applicable attachments with your proposal may result in your proposal being rejected as nonresponsive.**

Please Type or Print Legibly:

Bidder Name: _____

Bidder Address: _____

Telephone: _____ Fax Number: _____

Contact Person for the Bidder's proposal: _____

Section A: All Bidders

1. Complete the applicable box:

a. The Bidder is an individual and is a:

☐ Sole Proprietor

You must complete Sections A, B and F.

b. The Bidder is a partnership and is a:

☐ General Partnership

☐ Limited Partnership ☐ Limited Liability Partnership

You must complete Sections A, C and F.

c. The Bidder is a corporation and is a:

☐ For Profit Corporation ☐ Non Profit Corporation

☐ Limited Liability Corporation

You must complete Sections A, D and F.

d. ☐ The Bidder is a public agency, governmental entity, or federally recognized tribe

You must complete Sections A, E and F.

2. The Bidder's Federal Identification number is: _____
3. The Bidder's Washington Uniform Business Identifier (UBI) Number is: _____
To obtain a Washington UBI Number call 360-664-1400.
4. Information concerning the proposed Contract Manager for the Bidder:
- Name: _____
- Work Address: _____
- Work Telephone: _____
- Work Fax: _____
5. Has the Bidder had a contract or work order terminated for default during the last five years?
- ☐ Yes ☐ No
- If yes, attach a signed statement describing the contract, the circumstances surrounding the termination, and the name, address and telephone number of the other party to the contract. DSHS will evaluate the facts and may, at its sole discretion, reject the Bidder's proposal on the ground of its past performance. For the purpose of this question, "termination for default" means notice was given to the Bidder to stop contract work due to nonperformance or poor performance, and the performance issue was either (a) not contested by the Bidder or (b) litigated, finding the Bidder in default.
6. The Bidder declares that all answers and statements made in the Proposal are true and correct.
7. The Bidder certifies that the prices and/or cost data contained in the Bidder's proposal 1) have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition, and 2) have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before contract award, except to the extent that the Bidder has joined with other individuals or organizations for the purpose of preparing and submitting a joint proposal or unless otherwise required by law.
8. The Bidder's proposal is a firm offer for a period of 180 days following receipt, and it may be accepted by DSHS without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180-day period. In the case of a protest, the Bidder's Proposal will remain valid for 210 days or until the protest is resolved, whichever is later.
9. In preparing this Proposal, the Bidder and/or the Bidder's employees have not been assisted by any current or former DSHS employee whose duties relate (or did relate) to this procurement and who was assisting in other than his or her official, public capacity. If there are any exceptions to these assurances or Bidder has been assisted, identify on a separate page attached to this document each such individual by (a) name, (b) current address and telephone number, (c) current or former position with DSHS, and (d) dates of employment with DSHS; and describe in detail the assistance rendered by that individual.

10. The Bidder acknowledges that DSHS will not reimburse the Bidder for any costs incurred in the preparation of this Proposal. All Proposals become the property of DSHS, and the Bidder claims no proprietary right to the ideas, writings, items or samples.
11. The Bidder acknowledges that any contract(s) awarded as a result of this procurement will incorporate a Statement of Work and General Terms and Conditions substantially similar to the sample contract attached to the procurement document. I certify, on behalf of the Bidder, that the Bidder will comply with these or substantially similar Special Terms and Conditions and General Terms and Conditions if selected as an Apparently Successful Bidder.
12. The Bidder acknowledges that any contract(s) awarded as a result of this procurement will also incorporate Special Terms and Conditions applicable to this procurement as prepared by DSHS. The Bidder acknowledges that it will negotiate in good faith any changes or modifications to any portion of the proposed contract.
13. The Bidder understands that, if selected to contract with DSHS, the Bidder will be required to comply with all applicable state and federal civil rights and other laws. Failure to so comply may result in contract termination. If requested by DSHS, the Bidder agrees to submit additional information about the nondiscrimination policies of the Bidder's organization in advance of or after the contract award.
14. The Bidder' certifies that is has a current Washington Business License, and agrees to promptly provide a copy of the license in the event the Bidder is selected as the Apparently Successful Bidder.
15. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit a proposal for the purpose of restricting competition.

Section B: Sole Proprietors Only

1. I am authorized to sign any contract that may result from this procurement.
2. Is the Bidder or any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?
☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

Section C: Partnerships Only

1. The Bidder is organized under the laws of, and is in good standing with, the State of _____.
2. Attach the following to this Bidder Information form:
 - Name and address of each of the Bidder's General Partners;
 - Name and address of each of the Bidder's Limited Partners; and/or
 - Name and address of each of the Bidder's Limited Liability Partners.
3. Is any General, Limited, or Limited Liability Partner a past or current State of Washington employee?

☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

5. I am authorized to bind the Bidder to a contract, or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name

Title

Section D: Corporations Only

1. The Bidder is organized under the laws of, and is in good standing with, the State of _____.

2. Attach the following to this Bidder Information form: Name and address of each of the Bidder's Officers and Directors.

3. Is any Officer or Director of the Bidder a past or current State of Washington employee?
☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

5. I am authorized to bind the Bidder to a contract, or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name

Title

Section E: Public Agencies Only

1. The Bidder is a "public agency" as defined in Section 39.34.020 RCW and is a:

- | | |
|--|---|
| <input type="checkbox"/> State Agency | <input type="checkbox"/> Institution of Higher Learning |
| <input type="checkbox"/> County | <input type="checkbox"/> Quasi-Governmental |
| <input type="checkbox"/> City | <input type="checkbox"/> Federally Recognized Tribe |
| <input type="checkbox"/> Public School | <input type="checkbox"/> Other: _____ |

2. Is any Manager or Employee of the Bidder Public Agency a past or current State of Washington employee?

☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

3. Is any employee of the Bidder who will perform work under a contract between the Bidder and DSHS a past or current State of Washington employee?

☐ Yes ☐ No

If yes, list names, positions, and dates of employment with the State of Washington in an attachment to this form.

4. I am authorized to bind the Bidder to a contract, or the name and title of the individual who is authorized to bind the Bidder to a contract and who will be signing any contracts between DSHS and the Bidder is:

Name

Title

Section F: All Bidders

- By signing below, the Bidder authorizes DSHS to conduct a financial assessment and/or background check of the Bidder if DSHS considers such action necessary or advisable before contracting with the Bidder.
- Under the penalties of perjury of the State of Washington, the undersigned affirms the truthfulness of the statements made herein. The undersigned certifies that the Contractor is now, and shall remain, in compliance with the certifications and assurances contained herein, and agrees that such compliance is a condition precedent to the award and continuation of any related contract(s). The undersigned acknowledges the Bidder's obligation to notify DSHS of any changes in the statements, certifications and assurances made herein.

Signature

Date

Printed or Typed Name

Title

Exhibit C
Authorization to Release Information

Authorization to Disclose Information Regarding:	
Name: (Last, First, Middle)	Date of Birth:
Former Names:	
Authorization to Disclose Information Pertinent to RFQQ #0634-200 to:	
State of Washington Department of Social and Health Services Special Commitment Center	

Authorization Details:

I authorize release of information about my performance as either an employee or contractor. I understand that information may be provided verbally, by computer data transfer, mail, fax, or hand delivery.

I hereby release you, your organization, or others from liability or damage which may result from furnishing the information requested. The following also applies:

- This release will expire once RFQQ 0634-200 is completed.
- I may revoke or withdraw my permission in writing at any time, but this will not affect the information already obtained or discussed.
- I understand that my records may no longer be protected under the laws that apply to DSHS after this disclosure.
- A copy of this document is valid to give my permission to disclose records and information.

Authorized by: (please print)	
Authorizer Signature:	Date Signed: